



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Peter McWalters
Commissioner

VACANCY NOTICE

June 8, 2009

**RHODE ISLAND DEPARTMENT OF EDUCATION
OFFICE OF DIVERSE LEARNERS**

***LEGAL COUNSEL/HEARING OFFICER**

* "This is a limited period position until June 30, 2011- contingent on the availability of funding through the American Recovery & Reinvestment Act 2009"

\$78,810 - \$111,739

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **June 12, 2009**

APPLICATION REQUIREMENTS:

Send resume, cover letter, two current letters of reference to:

**Marvin Abney, Interim Director
Office of Human Resource Development
255 Westminster St.
Providence, RI 02903**

**Cover letter and resume may be e-mailed to
lisa.vieira@ride.ri.gov**

Signed letters of reference should be mailed.

PLEASE NOTE:

Official transcripts will be required at time of interview if applicable.

**DUTIES AND
RESPONSIBILITIES:**

See attached job description.

**REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN
BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.**

*** (Board of Regents Position)**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 Fax (401)222-6178 TTY 800-745-5555 Voice 800-745-6575

**The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability**

**DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Legal Counsel | Hearing Officer

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for representing and providing legal advice and other legal services to the Department of Education, providing information related to educational law to members of the education community, conducting hearings, and preparing written decisions resolving appeals.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Provide written legal opinions to Commissioner and staff, as consulted.

Provide legal advice to staff, as consulted.

Provide legal representation to the Department in litigation before boards, commissions and courts, as necessary.

Hear and decide appeals on any matter of dispute between parties arising under law relating to schools or education and prepare written decisions for review by and approval of the Commissioner.

Interpret state laws, rules, and regulations relating to education, the functioning of administrative agencies, and other related areas of state and federal law.

Assist appropriate staff in developing and drafting legislation, rules and regulations related to education.

Review and advise with respect to legislation, rules and regulations developed by outside parties and related to education.

Keep abreast of laws, rules, regulations and court decisions affecting education, and assist and advise the Commissioner and Department staff accordingly.

Review contract proposals, grants and other materials for conformance with Department's objectives and adherence to pertinent statutes, rules and regulations.

Investigate allegations of teacher/applicant noncompliance with certification requirements, represent the Department's interests in informal resolution of certification questions, and represent the Department in revocation proceedings and hearings on denials of teaching certificates.

Provide information on education law to members of the education community, including parents, teachers, administrators and school committee members.

Hold public hearings as required.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of rules of evidence.

Knowledge of public relations principles.

Knowledge of the legislative and rule making processes

Skilled in conducting hearings.

Skilled in analyzing forensic information.

Skilled in conducting research and legal analysis.

Skilled in preparing and writing legal documents.

Skilled in speaking in public.

Skilled in conducting legal research.

Skilled in providing public relations.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Juris Doctorate

EXPERIENCE: Three years of experience in educational law or a related field (as legal counsel).

and/or any combination of knowledge, skills and experience that is substantially equivalent.

SPECIAL REQUIREMENT: Must be eligible for membership in R.I. Bar.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2004